Administration

Central Administrative and Supervisory Personnel 2100
Superintendent of Schools
Central Office Administration
Curriculum Administrator, Curriculum Leaders, and Coordinators
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Administration

CENTRAL ADMINISTRATIVE AND SUPERVISORY PERSONNEL 2100

SUPERINTENDENT OF SCHOOLS 2110

Appointment

The Board shall select a qualified Superintendent of Schools upon such terms as it shall deem proper in the public interest, and otherwise, as provided by law.

Function

The Superintendent of Schools shall be the sole executive agent of the Board, shall have direction and control of all employees, and such other duties as are provided for by law, by Board By-Laws, or as the Board may from time to time designate.

The Superintendent shall specify and assign duties to all employees, and shall be responsible for the enforcement of such policies as the Board may from time to time establish for the proper and efficient operation of the school system.

The Superintendent, as agent of the Board, shall execute all employment contracts for the Fairfield Public Schools within such limits and upon such terms and qualifications and in accordance with such rules as may be from time to time established by law or by this Board within the limitations permitted by law.

The Superintendent shall make recommendations to the Board for appointments of administrative personnel.

The Superintendent shall appoint such staff committees as are considered necessary to assist with the operation of the program.

The Superintendent or a designee shall be present at and participate in all meetings of the Board of Education, except when the Superintendent's personnel status is under consideration.

The Superintendent shall make a written report to the Board at each of its regular meetings, such report to include:

- complete financial statement of all accounts and funds under the jurisdiction of the Board;
- the names, salaries, and assignments of all personnel engaged since the last such report;
- the number and circumstances of all student suspensions since the last such report; and

Administration

Central Administrative and Supervisory Personnel

SUPERINTENDENT OF SCHOOLS (continued) 2110

Function (continued)

- reports and recommendations in other matters, as and when the same are prescribed or authorized by law, by the By-Laws, or by vote of the Board.

The Superintendent shall inform the Board of Education of:

- student loads;
- curriculum needs;
- facility needs;
- personnel evaluations;
- professional development; and
- other matters which improve the schools.

In situations, which arise where the Board has provided no guidance for administrative action through formal policy statements, the Superintendent shall have the power to act, but such decisions shall be reviewable by the Board.

Legal Reference: Connecticut General Statutes 10-157 Superintendents

Approved 8/27/04

Administration

Central Administrative and Supervisory Personnel

CENTRAL OFFICE ADMINISTRATION 2120

The Superintendent shall appoint his/her Central Office Administration. The Central Office Administration includes the following positions:

- Deputy Superintendent
- Assistant Superintendent for Human Resources and Leadership Development
- Director of Curriculum, Instruction, and Assessment
- Director of Elementary Education
- Director of Finance
- Director of Operations
- Director of Special Education and Special Programs

The **Deputy Superintendent** shall assist the Superintendent in his/her duties, and shall act as Superintendent during the incapacity of the Superintendent or while he/she is absent for any reason. He/she shall have such other duties, as the Superintendent shall from time to time prescribe.

The **Assistant Superintendent for Human Resources and Leadership Development** shall assist the Superintendent in all areas related to be the administration and supervision of the personnel function in the school system and leadership development. He/she shall have such other duties, as the Superintendent shall from time to time prescribe.

The **Director of Curriculum, Instruction and Assessment** shall assist the Superintendent in all areas of curriculum, instruction and assessment, pre-kindergarten through grade 12, and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Elementary Education** shall assist the Superintendent in all areas related to the elementary school program and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Finance** shall assist the Superintendent in all areas of budget and finance and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Operations** shall assist the Superintendent in all areas of business and non-instructional operations and shall have such other duties as the Superintendent shall from time to time prescribe.

The **Director of Special Education and Special Programs** shall assist the Superintendent to implement and monitor compliance with Public Act 10-76, the Individuals with Disabilities Education Act (IDEA), McKinney-Vento Homeless Assistance Act, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. He/she will manage due process matters, special education, and student support services and shall have such other duties as the Superintendent shall from time to time prescribe.

Approved 8/27/04
Revised and Approved: 3/25/2008

Administration

Central Administrative and Supervisory Personnel

CURRICULUM ADMINISTRTOR, CURRICULUM LEADERS AND COORDINATORS **2130**

Appointment

The Superintendent may appoint such Curriculum Administrator, Curriculum Leaders, and Curriculum Coordinators as he/she shall deem necessary, to carry out the purposes of the Board and expedient in the public interest.

Functions

Such instructional support staff shall be responsible to the Superintendent or designee and shall keep the Superintendent or designee informed of all activities under their jurisdiction by whatever means the Superintendent and designee deem appropriate.

Curriculum Leaders and Coordinators will provide expertise in specific areas of the curriculum and exert leadership in the continuous development, implementation, and evaluation of the K-12 programs. It will also be the function of these staff members to work cooperatively with principals, directors, and staff in curriculum development and implementation.

Approved 8/27/2004
Revised and Approved 3/25/2008

Administration

INDIVIDUAL SCHOOL ADMINISTRATIVE AND SUPERVISORY PERSONNEL **2200**

HEADMASTERS AND PRINCIPALS **2210**

Appointment

The Board may appoint Headmasters and Principals as shall deem necessary to carry out the purposes of the Board and expedient in the public interest.

Functions

Within the broad framework of Board policy, the Headmaster(s) and Principals shall be responsible to the Superintendent or designee for all activities related to their assigned buildings and grounds.

The primary function of building administrators will be the supervision of staff for the purpose of improving instruction for students in their buildings. Building administrators shall be responsible for and shall have authority over the actions of students, certified and non-certified personnel, visitors, and persons hired to perform special tasks.

Approved 8/27/04

Administration

Individual School Administrative and Supervisory Personnel

HOUSEMASTERS AND ASSISTANT PRINCIPALS **2220**

Appointment

The Board may appoint certified administrative personnel, as he/she shall deem necessary to carry out the purposes of the Board and expedient to the public interest.

Functions

Within the broad framework of Board policy, Housemasters and Assistant Principals will be responsible to the building administrator and assist in carrying out assigned functions.

Approved 8/27/04
Revised and Approved 3/25/2008

Administration

Individual School Administrative and Supervisory Personnel

HIGH SCHOOL ADMINISTRATOR FOR 2230
PUPIL PERSONNEL AND GUIDANCE

Appointment

The Superintendent may appoint certified administrative personnel as he/she shall deem necessary to carry out the objectives of the Board and expedient to the public interest.

Functions

Within the broad framework of Board policy, the High School Administrator for Pupil Personnel and Guidance will be responsible to the building administrator and will assist in carrying out assigned functions.

Approved 8/27/2004
Revised and Approved 3/25/2008

Administration

Individual School Administrative and Supervisory Personnel

HIGH SCHOOL ATHLETIC DIRECTOR 2240

Appointment

The Superintendent may appoint certified administrative personnel, as he/she shall deem necessary to carry out the objectives of the Board and expedient to the public interest.

Functions

Within the broad framework of Board policy the High School Athletic Director will be responsible to the building administrator and will assist in carrying out assigned functions.

Approved 8/27/2004
Revised and Approved 3/25/2008

Administration

TEMPORARY AND PART-TIME ADMINISTRATIVE AND SUPERVISORY PERSONNEL 2300

INTERNSHIPS 2310

The Board may appoint administrative interns to provide training for staff members interested in careers in administration.

Approved 8/27/04

Administration

Temporary and Part-Time Administrative and Supervisory Personnel

CONSULTANTS 2320

Consultants may be hired on a part-time basis to provide data and expertise to assist the Board and the professional staff in carrying out their purposes.

Approved 8/27/04

Administration

ADMINISTRATIVE OPERATIONS 2400

LINE OF RESPONSIBILITY 2410

Each employee in the district shall be responsible to the Board through the Superintendent.

Each employee shall refer matters requiring administrative action to the administrator to whom he reports.

When necessary, an Administrator shall refer such matters to the administrator to whom he reports.

Each employee shall have the right to appeal any decision made by an administrator to the next higher authority and through appropriate successive steps to the Board of Education or through the grievance procedures as outlined in a Collective Bargaining Agreement.

Approved 8/27/04

Administration

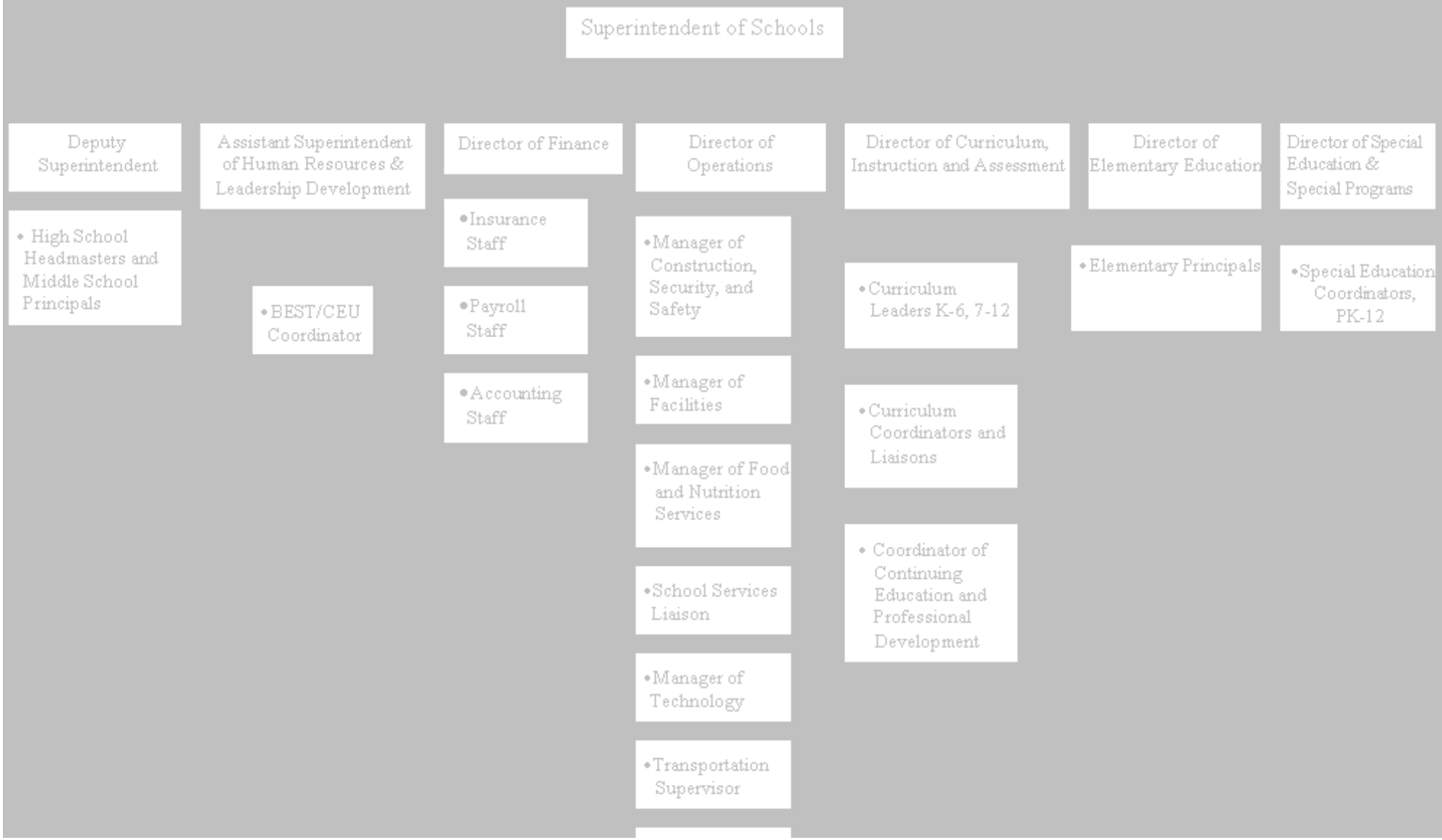
Administrative Operations

JOB DESCRIPTIONS 2430

The Department of Human Resources will create and maintain written job descriptions for all school personnel.

Approved 8/27/04

Fairfield Public Schools Overview 2420.1



•Head of Security

Approved 11/28/2006
Revised and Approved 3/25/2008

Primary Responsibilities

- Supervises building principals and headmasters K-12;
- Advises the Superintendent of Schools and Board of Education in the development and interpretation of board policy;
- Assists in the development and monitoring of building budgets;
- Assists in the long term planning for the school facilities;
- Assists in the recruitment and professional development of administrators for the district;
- Assists in the development of a system-wide instructional student curriculum assessment database;
- Serves as an advisor to the Superintendent of Schools;
- Acts in the absence of the Superintendent of School;
- Performs other duties as directed by the Superintendent of Schools.

Contact for:

Board Policy Interpretation
Family Guide Information
Parental Concerns
General School Administration Issues
School Calendar/Conferences

Assistant Superintendent of Schools for Human Resources and Leadership Development

Primary Responsibilities

- Assumes primary responsibility for recruitment and retention of all staff;
- Assumes the primary responsibility for collective bargaining and the interpretation of collective bargaining agreements:
- Assumes primary for the approval of leaves of absence;
- Assumes the primary responsibility for developing leadership within the district.

Contact for:

Hiring Issues (Barbara Kalborne)
Evaluation Issues
Contract Interpretation
BEST (or Joan Lowney)
Attendance (or Judy Baldaga)
Non Certified (or Lisa Bennett)

Director of Finance

Primary Responsibilities

- Assumes primary responsibility for accounting;
- Assumes the primary responsibility for budget development and oversight;
- Assumes primary responsibility for payroll;
- Assumes the primary responsibility for insurance

Contact for:

Budget (or Michele Cardenty)
Insurance (or PalmaBrustat)
Payroll (or Susan Bielicki)
Grants (or Michele Cardenty)
Purchase Order Information

Director of Operations

Primary Responsibilities

- Assumes primary responsibility for Facilities Operation
- Assumes the primary responsibility for Food Services
- Assumes primary for Transportation
- Assumes the primary responsibility for Management Information Systems
- Assumes primary for Security, Safety and Residency
- Assumes the primary responsibility for Construction

Contact for:

Maintenance (or Dave Fryer)
Grounds (or Kevin Leydon)
Custodial (or Bob Laroque)
Transportation (or John Ficke)
Residency (or Lee Emmerthal)
Construction, Safety and Security (or Norm Benjamin)
Food Services (or Joanne Fitzpatrick)
Information Technology (or Nancy Nash)

Director of School and Program improvement

Primary Responsibilities

- Assumes primary responsibility for
- Assumes the primary responsibility for
- Assumes primary for
- Assumes the primary responsibility for

Director of Special Education and Special Programs

Primary Responsibilities

- Assumes primary responsibility for
- Assumes the primary responsibility for
- Assumes primary for
- Assumes the primary responsibility for developing leadership within the district.